

**STATEMENT OF PROCEEDINGS FOR THE REGULAR MEETING OF THE
LOS ANGELES REGIONAL CRIME LABORATORY
FACILITY MANAGEMENT COMMITTEE
HERTZBERG-DAVIS FORENSICS SCIENCE CENTER
CALIFORNIA FORENSIC SCIENCE INSTITUTE CONFERENCE ROOM 263
1800 PASEO RANCHO CASTILLA
LOS ANGELES, CA 90032**



Proud Partner

Wednesday, May 30, 2012

10:30 AM

Present: Representative Chen, Representative Sharp and Representative Huber

Excused: Representative Rampulla and Representative Moriarty

Call to Order (12-2384)

Randy Sharp, Chairperson, called the meeting to order at 10:35 a.m.

1. Approval of May 12, 2011 Facility Management Committee meeting minutes. (12-2385)

On motion of Representative Huber, seconded by Representative Chen and unanimously carried, the May 12, 2011 Minutes were approved as submitted.

2. Receive and File the approved Facility Coordinating Committee (FCC) minutes for:

April 13, 2011 - Meeting Minutes
May 11, 2011 - Meeting Minutes
June 8, 2011 - Meeting Canceled
July 13, 2011 - Meeting Minutes
August 10, 2011 - Meeting Minutes
September 14, 2011 - Meeting Canceled
October 12, 2011 - Meeting Minutes
November 09, 2011 - Meeting Minutes
December 14, 2011 - Meeting Canceled

January 11, 2012 - Meeting Minutes
February 8, 2012 - Meeting Minutes
March 14, 2012 - Meeting Minutes (12-2386)

On motion of Representative Huber, seconded by Representative Chen and unanimously carried, the Facility Coordinating Committee (FCC) Meeting minutes were received and filed.

3. Introduction of New Facility Manager (12-2389)

Jack Schweizer, current Facility Manager, introduced Scott McIntyre as the new Facility Manager. Mr. McIntyre will provide staff support to the Facilities Management Committee (FMC) and the Los Angeles Regional Crime Laboratory Facility Authority (JPA).

4. Election of 2013 Officers (12-2392)

On motion of Representative Chen, seconded by Chair Sharp, the Committee unanimously elected Representative Patty Huber as the Chairperson for 2013.

II. REPORTS

REQUIRED TOPICS

- 5. Parking**
Interagency Cooperation
Dispute Resolution
Security and Access
Emergency Evacuation Plan
Contracts
Report by Facility Manager
Report from the Facility Coordinating Committee:
- David Walters, Los Angeles Sheriff's Department
 - Yvette Burney, Los Angeles Police Department
 - Joseph Peterson, California State University Los Angeles (12-2412)

PARKING

Jack Schweizer reported that there are plans in place to patch, slurry coat and restripe the main parking lot and the lower parking lot. Plans for the restriping of the lower parking lot include slightly modifying some of the spaces, to accommodate the larger vehicles.

INTERAGENCY COOPERATION

Dean Gialamas, Crime Lab Director, Sheriff's Department, reported that an interagency team, between the Los Angeles Sheriff Department's Crime Lab Unit and the Los Angeles Police Department's Crime Lab Unit, was comprised for the Baker-to-Vegas event. Mr. Gialamas added that special

permission from the Race Committee was obtained to create the joint team between the two agencies.

DISPUTE RESOLUTION

There was no discussion on this item.

SECURITY AND ACCESS

Jack Schweizer reported that powered door closers for the main lobby doors and the entrance to the pavilion doors are 90% complete. Mr. Schweizer added that with assistance from the California State University, Los Angeles (CSULA), these modifications have greatly enhanced security of the building and have also improved Americans with Disabilities Act (ADA) access.

EMERGENCY EVACUATION PLAN

Jack Schweizer reported that the last evacuation drill was conducted, efficiently and without incidents, on August 8, 2011. There is an anticipated evacuation drill to be conducted in August of 2012.

CONTRACTS

Jack Schweizer reported on the following four contracts that are being processed through the Los Angeles County Sheriff Department's procurement system:

- Bio-waste removal
- Lead Cleaning for the fire arms operations
- Reverse Osmosis water system maintenance
- Autoclave equipment

Mr. Schweizer also reported on housekeeping and landscaping services that are procured through CSULA's procurement and reimbursed by the JPA. In addition, Mr. Schweizer stated that the mechanical system maintenance contract will expire on October 1, 2012 and a new contract will be presented to the JPA on June 13, 2012.

REPORT BY FACILITY MANAGER

Jack Schweizer discussed the following from the Reconciliation Statement:
1. Approved Operating Budget for Fiscal Year 2010-2011, minus Budget Surplus, is \$2,021,876.16

Fiscal Year 2011-12 Budget Cost for each Agency:

- Los Angeles Sheriff's Department - \$908,716.36
- Los Angeles Police Department - \$919,988.70
- California State University Los Angeles - \$177,832.72

2. Balance Sheet for the following Accounts:

- **Grant Account V14, with a total balance of \$182,449.57. Upon completion of the Audio/Visual Project, the balance will be approximately \$50,000 less.**
- **Extraordinary Repair Fund V23, with a total balance of \$830,729.51. A combined contribution in the amount of \$200,000 should be added to the total balance.**

3. Three action items that are going to be presented to the JPA on June 13, 2012:

- **Modification to the current control air conditioning services contract. The modification will increase the five-year contract by \$75,691 and it is necessary to fund the contract through October 2012, when it expires. Mr. Schweizer reported that this extra cost will be funded by current through next Fiscal Year budget.**
- **New contract for mechanical systems, with control air conditioning services, will be for two years with three-one year options to extend for a total of five years. Annual cost of the services is approximately \$86,000, each year of the first two years, with an additional \$30,000, each year, to cover the cost of unscheduled repairs.**
- **Proposed Annual Operating Budget for Fiscal Year (FY) 2012-2013 is \$2,403,865. The Proposed Operating Budget is identical to FY 2010-11 and FY 2011-12 however a 5% increase is anticipated for FY 2013-14.**

REPORT FROM THE FACILITY COORDINATING COMMITTEE:

- **David Walters, Los Angeles Sheriff's Department (LASD)**
- **Yvette Burney, Los Angeles Police Department (LAPD)**
- **Joseph Peterson, California State University Los Angeles**

Yvette Burney, Commanding Officer, LAPD, Scientific Investigation Division, reported that relationships between the agencies in the building are great and the Baker-to-Vegas event represented unity between LASD and LAPD. The agencies come together to schedule several fundraisers throughout the year. Ms. Burney added that work with the California Science Forensic Institute (CSFI) continues, including training opportunities for LASD and LAPD new hires.

Joseph Peterson, Representative, School of Criminal Justice and Criminalistics, CSULA, reported that the Criminal Justice Program has 1,000 majors in criminal justice with hundreds of pre-majors. The Criminalistics Program admits approximately 15 students each fall with 90% graduating after two years. A study of the Sexual Assault Kit (SAK) back-log problem has been completed and a report has been provided to respective agencies including the funding agency, the National Institute of

Justice. In addition, Mr. Peterson and Wesley Grose, LASD, are working together to develop approaches where criminalistics students have more informal contacts with criminalists in the existing laboratories in the building.

Dean Gialamas, Crime Lab Director, Sheriff's Department, reported the following as evidence of the commitment to collaborate between the two Agencies:

- **Baker-to-Vegas participants used their personal time**
- **The LASD and the LAPD have been able to discuss, address and solve issues that have been presented with minimal to no involvement from the FMC.**

III. DISCUSSION

- 6.** Consideration of Future Agenda Items (12-2393)

There were none.

- 7.** Matters not on the posted agenda, to be discussed and (if requested) placed on the agenda for action at a future meeting of the Committee, or matters requiring immediate action because of an emergency situation or where the need to take action arose subsequent to the posting of the agenda. (12-2397)

There were none.

- 8.** Opportunity for members of the public to address the Committee on items of interest that are within jurisdiction of the Committee. (12-2394)

No members of the public addressed the Commission.

- 9.** Adjournment for the Meeting of May 30, 2012. (12-2395)

There being no further business, the meeting adjourned at 11:00 a.m.